

ODP-81-199  
11 February 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: FY 1981 Travel Limitation

REFERENCE: Memorandum from Comptroller to A/DDA, same  
subject, dtd. 4 Feb. 1981 (COMPT 81-0151)

1. In response to subject memorandum, the Office of Data Processing (ODP) has reviewed its travel requirements in light of the proposed ten percent reduction in travel funds and feels that the reduction would have a major impact on our activities. It would restrict the number of conferences, symposiums, and contacts which ODP needs in order to remain current with the ever-changing technology in the computer field. It would further restrict the number of employees who can participate in any particular conference, etc. With few exceptions, probably no more than one person would be able to take part in any such activity.

2. This proposed reduction hits ODP particularly hard since it would curtail our contacts with the rest of the computer world when it needs to expand them. In order to do so, we had planned to reprogram funds to allocate \$100,000 for travel and now must work with only \$55,000 which represents a 45 percent reduction in our anticipated travel budget.

3. The end result of this reduction would be that ODP will be somewhat more isolated from private computer corporations and related organizations which serve as sources of new information. For Processing, the impact of this reduction is obvious in a profession where remaining current with the state-of-the-art is of utmost importance. User groups such as SHARE, GUIDE, NCC, etc., provide countless contacts and serve as the focal point for meaningful exchange of information relative to large complex computer centers. Our staff is dependent upon information of the latest advancements in data processing gained from these groups. The inability to participate in these groups will result in stagnation on our part to maintain the utmost in efficiency and productivity. With respect to travel of Applications personnel, the number of persons who will be permitted to attend any one particular conference or meeting will be held to one

person. Applications will have to deny a second person the opportunity to attend the RAMIS Roundtable and the Word Processing conferences. Professional conferences, while often hard to justify on an immediate, specific basis are an important means for maintaining professional currency in the highly dynamic world of data processing.

4. As another result of this proposed cut, ODP would not be able to send computer professionals to college campuses and conferences in an effort to recruit programmers and other computer specialists. In the past, this has been especially helpful as ODP professionals have been able to provide the information requested by potential ODP applicants. Since we must compete with the private sector for qualified applicants, it behooves us to be as visible as possible in order to elicit interest, especially since we are constrained in what we have to offer in comparison with the larger firms and corporations.

5. Lastly, our face-to-face discussions with the [redacted] on the Agency standard terminal will be curtailed, thereby endangering the scheduled introduction of this terminal for critical word processing, SAFE, and CRAFT needs.

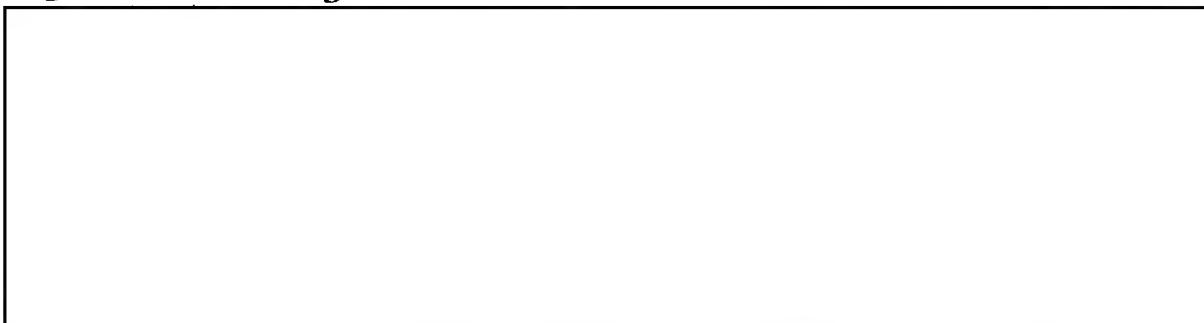
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Bruce T. Johnson

10 February 1981

MEMORANDUM FOR: Chief, Management Staff, DDA  
FROM: Edward L. Sherman  
Director of Finance  
SUBJECT: Impact of Proposed FY 1981  
Travel Reduction

1. A 10% cut below our allotted \$82,000 would result in cutting the following travel.



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b. Travel by CSAD personnel would have to be cut \$5,200. This amounts to a 19% cut in the amount of funds available to CSAD for the balance of this year. It will lead to the cancellation of at least four audit trips involving at least six contractors in 1980. CSAD estimates a savings of almost \$8 million as a result of pre and post contract audits in FY 1980. Based on a reduction of 19% for the balance of the year, we could project a loss to the Federal Government of approximately \$1 million in contract savings as a result of this travel reduction in 1981.

2. Our budget of \$82,000 for FY 1981 is only \$3,000 above the \$79,000 we spent in FY 1980. Due to its tightness, nothing is budgeted for retirement travel, although we have 21 retirees who are eligible for this entitlement. In addition, we estimate the travel costs so far this year are running approximately 38% higher than they did for similar travel in FY 1980.



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Edward L. Sherman

9 FEB 1981

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: Thomas H. White  
Director of Information Services

SUBJECT: FY 1981 Travel Limitation

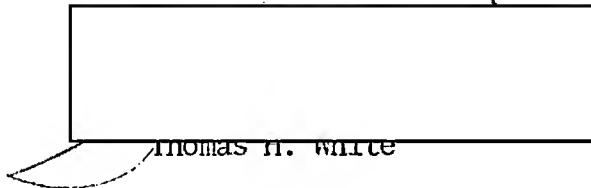
REFERENCE: Comptroller multiple addressee memorandum dated  
4 Feb 1981 with Management Staff analysis; Same  
Subject

In answer to the questions posed in reference Comptroller request, it is not possible at this time to be specific since most travel performed is unscheduled and depends upon the request of other agencies or other components of CIA. For input into the Directorate travel plan, however, the following is submitted:

a. Travel funds in OIS are expended mainly for trips required to support National Archives and Records Service (NARS) requests for declassification review of material in its custody which is CIA originated or which contains CIA derivative material and for special runs from the Agency Archives and Records Center (AARC) for records required on an immediate basis which cannot wait for the regular daily run. The number of these trips is not determinable for the remainder of the fiscal year. Any trips which did not take place would fall into these categories. Additional travel funds are budgeted for training.

b. The impact of this reduction would be that OIS might not be able to respond on a timely basis to the requests of NARS, that special runs might not be possible from the AARC, and that training might have to be curtailed.

c. No additional costs would occur because the travel will not be performed.



Thomas H. White

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